

RESIDENTIAL CODE REFERENCE GUIDE

	Pag
Neighborhood Watch	8
Night to Unite	8
Noise	8
On-Street Parking	9
Parking	9
Pets	2
Phosphorous Fertilizer	9
Portable Storage Containers	11
Radio Towers	9
Recreational Fires	10
Recycling	10
Rental Dwelling License	10
Satellite Dishes	
Services Telephone Directory	14
Signs	
Signs on Public Rights-of-Way/Public Property	11
Sprinkling Restrictions	
Storage Containers	
Storm Drains	
Swimming Pools	11
Temporary Structures	
Vehicles, For Sale	5
Vehicles, Storage	
Vehicles, Inoperable	
Vehicle Sales	12
Watering Ban	11
Web Site Address	
Weeds/Long Grass	
Winter Parking Ban	
Wood Storage	

Please Note:

Information in this guide was accurate at the time of publication. However, it is subject to change. Call the telephone numbers listed in this reference guide if you have any questions about a program or ordinance.

Index

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Abatement	
Adopt-a-Hydrant	
Animals	
Balcony Barbecues	
Boulevard Encroachments	2
Building Inspection Division	3
Building Maintenance	3
Building Permits	3
Cat Registration	2
Catch Basins	3
Code Enforcement Division	
Composting Ordinance	4
Curfew	
Day Care	6
Debris	8
Digging	4
Dog Licenses	2
Dumping	4
Fences	5
Fire Hydrants	5
Fires, Recreational	10
Firearms	
Garage Sales	5
Garbage	6
Geese	6
Gopher State One Call	
Ground Level Storage Containers	
Hazardous Waste	7
Home Based Retail Sale Events	
Home Day Care	6
Home Occupations	6
Household Hazardous Waste	
Hunting	
Illegal Dumping	4
Inoperable Vehicles	12
Junk, Exterior Storage	8
Lawn Sprinkling	
Kennel License	2
Multiple Pet Permit	2

Coon Rapids City Center, 11155 Robinson Drive Tel: 763-755-2880; Fax: 763-767-6491 www.coonrapidsmn.gov



Thank you for making Coon Rapids your home. This residential code handbook is designed to help residents of Coon Rapids better understand the rules and regulations governing activity in the residential neighborhoods of our City. Over a period of many years, Coon Rapids City Councils have adopted these regulations in order to maintain harmony and a quality of life within our community.

PROPERTY MAINTENANCE

Property Maintenance responds to nuisance and zoning code complaints concerning property use, outdoor storage, trash, signs and junk vehicles, as well as responding to inquiries and performing annual inspections of parcels to ensure Code compliance. Property Maintenance is an activity within the Community Development Department.

In the event that a property is in violation of one or more sections of the City Code, an *Administrative Citation* is delivered to the property owner. This citation states the section(s) of the City Code found in violation on the property and provides a time frame for compliance. If compliance is not met or an appeal filed within this time frame, a fine will be immediately assessed to the property. The City may also enter onto the property, remedy the violation(s) and assess to the property the costs incurred in removing the affected items. Property Maintenance staff will work with property owners to help them reach compliance within the desired time frame.

Most concerns can be expressed to the departments listed in the following pages. Where numbers are not listed, call Property Maintenance at 763-767-6470 or email us at code@coonrapidsmn.gov.

ANIMALS (City Code Chapter 6-100)

All dogs and cats kept, harbored or maintained within the City must be licensed and registered.

Every owner is responsible for the control and custody of their dog or cat, and every person in custody of the animal should be of sufficient age to adequately control the animal at all times. While the animal is off of the owner's property, "control and custody" means on a leash no longer than six feet.



It is in violation of City Code to own, keep, have in possession or harbor any dog that howls, yelps or barks in such a way that unreasonably disturbs the peace and quiet of another person.

City Code requires that you clean up after your pet. It is a violation to allow your dog to defecate on private property without the property owner's consent or on public property unless the excrement is immediately placed in a proper receptacle.

A property owner with three or more dogs, cats or any combination thereof is required to obtain a multiple pet permit.

A kennel license is required for any location where dogs and/or cats are kept for the business of selling, boarding for a fee, breeding for sale or some other enterprise intended primarily for profit making purposes, including pet stores.

Kennel licenses and multiple pet permits are issued by the Coon Rapids Police Department at 763-767-6481.

Dog licenses and cat registrations are issued by the City Clerk; call 763-755-2880.

Chickens and other non-domestic animals are not allowed. For further details, please see City Code 6-500 on the city website.

Animal complaints should be registered with the Police Department by calling 911.

Dog Bites: Anyone who has knowledge of a person being bitten by a dog must immediately notify the Police Department. The dog must be confined and quarantined for ten days. Failure to notify is a petty misdemeanor.

BALCONY BARBECUES (City Code Section 12-419)

City Code prohibits any fire or open flame on any balcony above ground level or on any ground floor patio immediately adjacent to or within 15 feet of any unit in a structure that contains two or more vertically stacked residential units. Additional information can be obtained from the Fire Department at 763-767-6429.

BOULEVARD ENCROACHMENTS (City Code Chapter 8-1000)

Encroachments (bushes, rocks, landscaping, retaining walls, permanent and temporary basketball hoops, etc) are not permitted within the public right-of-way. Exceptions include mailboxes, traffic signs, City-approved trees, and fire hydrants.

2

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Housing Code Compliance	
Human Resources	/63-/6/-644/
Ice Skating:	
Cook Ice Arena	
Outdoor Rinks	
Schwan's Super Rink	763-785-3687
Information Technology	
Job Hotline	763-767-6597
Kinship	763-862-6755
Library - Anoka County, Crooked Lake Branch	
Mediation Services	763-422-8878
Neighborhood Reinvestment	763-767-6517
North Suburban Counseling Center	763-784-3008
Nucleus Clinic	
Park Scheduling	
Planning and Zoning Division	763-767-6430
Police Department Administration	763-767-6481
POLICE EMERGENCY	
Post Office	
Property Description & Tax Information	
Public Works Department	
Recreation Coordinator	
Recycling Coordinator	
Rent Assistance Metro HRA	
Rental Property Licensing	
Senior Services	
Sewer Maintenance	
Special Assessments	
Street Light Repair	763-767-6462
Street Maintenance	763-767-6462
Teen Center (The Element)	
Transit:	
Anoka County Traveler	763-422-7075
Traveler Dial-a-Ride Transportation	763-323-5222
Volunteer Senior Transportation	763-422-7087
Metropolitan Transit	
Northstar Commuter Coach	1-888-528-8880
Twin Cities Gateway (visitors bureau)	763-785-5640
Water Bill Payment	763-767-6438
Water Service, On and Off.	
Watermain Maintenance	
Web Site	
Youth First	/03-/0/-0303, X2/8

15

COON RAPIDS SERVICES DIRECTORY

Adopt-a-Park; Adopt-a-Road	763-767-6552
Animal Control	763-767-6481
Anoka County Government Center	763-421-4760
Anoka County Union Herald	
Anoka County Parks Department	763-757-3920
Anoka-Hennepin School District #11	763-506-1000
Anoka-Hennepin Community Education Department	763-506-1260
Assessor	763-767-6446
Auto License Registration	763-785-5999
Building Inspection Division	
Bunker Beach Water Park	763-767-2895
Bunker Hills Regional Park	763-757-3920
Bunker Hills Golf Course	763-755-4141
Cable TV - Comcast	
Cable TV (CTN Studios)	
Chamber of Commerce (Metro North)	763-783-3553
Chores and More763-76	67-6521 or 763-783-4767
City Attorney	763-767-6495
City Clerk	763-767-6493
City Hall	763-755-2880
City Manager	763-767-6493
Civic Center Reservations	763-767-6522
Property Maintenance	763-767-6470
Community Development Department	763-767-6430
Compost Site	763-767-7964
Coon Rapids Athletic Association	763-757-8359
Coon Rapids Dam Regional Park	763-757-4700
Crime Prevention/Neighborhood Watch	
Dog Licenses	763-755-2880
Driver's License Renewal	763-785-5999
Driver's License Exam	763-422-3401
Electric Service:	
Connexus Energy	
Xcel Energy	1-800-895-4999
Engineering Division	
Fax Machine	763-767-6491
Fire Department Administration	763-767-6429
FIRE EMERGENCY	
Forester	763-767-6455
Gas Leak: CenterPoint Energy	612-372-5050
Gopher State One Call	
Head Start	
Household Hazardous Waste, Blaine	763-323-5730

BUILDING INSPECTION

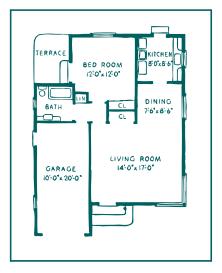
The Building Inspection Division responds to concerns regarding the maintenance of buildings and other structures. The Building Maintenance and Occupancy Code (City Code Chapter 12-300) provides minimum standards for the

maintenance of existing buildings to protect the character and stability of all buildings and properties in the City. This Code includes minimum standards for heating, sanitation, ventilation, light and maintenance for existing buildings.

For more information regarding building maintenance requirements, call 763-767-6476.

BUILDING PERMITS

(City Code Chapters 12-100, 12-200, 12-300) Building permits are required for all new home construction and most home improvements, including decks, garages, storage sheds over 200 square feet in area, additions, re-roofs, re-sides, basement finishes, water heaters, plumbing fixtures and furnaces, and windows and patio doors. The permit procedure ensures the structure will meet state standards and building code requirements.



Building and electrical permits may be obtained from the Building Inspection Division located in the City Center. If your project is to be performed by a contractor, the contractor must meet certain licensing and bonding requirements and the contractor is required to obtain the permit. All electrical work requires a permit which is now issued by the City rather than the State. For more information on the permitting process, call the Building Inspection Division at 763-767-6476.

An inspection appointment requires advance notice. During busy periods the wait for an inspection may be several days.

CATCH BASINS AND STORM DRAINS

The storm water drains and catch basins drain untreated runoff directly into the Mississippi River. The dumping of debris or any material into storm water drains and catch basins is illegal. Homeowners can help prevent pollution of waterways by picking up pet waste on a daily basis, keeping lawn fertilizers off paved surfaces and limiting its use, and never allowing oils or antifreeze to leak from vehicles or be washed into the street. To report a problem with a storm drain, contact the Street Division at 763-767-6462.

COMPOSTING (City Code Chapter 8-1600)

Backyard composting must be enclosed in an approved container and size according to lot size. Location of the container must meet property line requirements. Process approved materials only, such as greens, browns, and food waste that do not contain animal or animal bi-products such as meat, bones, oils, etc. Compost needs to be managed to produce effective decomposition. Containers and compost not in compliance with this code may be declared a public nuisance.

CURFEW (City Code Chapter 7-400)

The purpose of a curfew law is to inhibit crimes like vandalism, theft and other frequently committed crimes. Curfew laws apply whenever a youth is in a public or semi-public place such as a restaurant, entertainment facility, park, sidewalk, etc. *Parents may not give permission for their child to disregard curfew laws*.

Violations of curfew laws can be reported to the Police Department at 911 or by calling 763-427-1212.

AGE	WHEN	TIMES
Under 12 years	Sunday to Thursday Friday and Saturday	9:00 p.m. to 5:00 a.m. 10:00 p.m. to 5:00 a.m.
12 to 14 years	Sunday to Thursday Friday and Saturday	10:00 p.m. to 5:00 a.m. 11:00 p.m. to 5:00 a.m.
15 to 17 years	Sunday to Thursday Friday and Saturday	11:00 p.m. to 5:00 a.m. midnight. to 5:00 a.m.



Valid exceptions to the curfew law include:

- When involved in employment or when going to, or returning from, the youth's place of employment.
- If the youth is involved in an emergency.
- If the youth is participating in a school, church or other organized activity with adult supervision, or is returning home from such function, without any detour or stop.
- If the youth is on an errand as directed by a parent, without any detour or stop.
- When accompanied by a parent or an adult authorized by the parent. If contacted, the
 parent should be able to say specifically who they have authorized their child to
 be with.



Before digging any hole on your property for any reason, call Gopher State One Call at 811 at least two days in advance. They will mark the location of underground electricity, gas, and utility lines in your yard. This is a free service.

<u>DUMPING</u> (City Code Sections 8-111 and 8-202)

It is illegal for any person to deposit garbage, rubbish, offal, the body of a dead animal or other litter (including snow, leaves, grass or other yard waste) in or upon any public highway, street, alley, public waters or the ice thereon, public lands or on any private lands or water or ice thereon.

TEMPORARY STRUCTURES

Temporary structures are prohibited except by permit for use as emergency or interim housing. For additional information, contact the Community Development Department at 763-767-6430. To report an illegal temporary structure, contact Property Maintenance at 763-767-6470 or code@coonrapidsmn.gov.

VEHICLES (City Code Sections 11-601.2 through 11-601.5)

The following regulations apply to vehicles parked on residential properties:

- Vehicles must be operable. All motor vehicles must display current registration.
- The maximum number of vehicles permitted is two more than the number of persons with valid driver's licenses residing on the property. This number excludes visitor parking, major recreational vehicles, collector vehicles, two- and three-wheeled vehicles, and vehicles servicing the property.
- The number of major recreational vehicles is limited to two. They must be in a condition
 for the safe and effective performance of their intended function. Recreational vehicles
 may not be used for living purposes except to accommodate visitors.
- A maximum of two operable, licensed collector vehicles is permitted.
- Only one vehicle in excess of 9,000 pounds gross vehicle weight is permitted. It must be parked on an improved surface.
- Semi-trailers and special mobile equipment are not allowed.

VEHICLE SALES (City Code Section 11-601.8(2))

A resident of any premises may show one vehicle for sale on the premises provided the resident is the registered owner of the vehicle. There are restrictions on where a vehicle may be located and the length of time it may be displayed. See GARAGE SALES for more information.

WEEDS/LONG GRASS (City Code Chapter 8-500)

Weeds or grass growing to a height greater than eight inches may be declared a nuisance. Contact the Weed Hotline at 763-951-7200 or e-mail weeds@coonrapidsmn.gov



WOOD STORAGE (City Code Section 8-903)

Wood stored in the City must be contained within a covered enclosure impervious to the elements or it must be kept in neat and secure stacks no more than five feet in height measured from the surface of the ground. Wood may not be stacked within the required front yard setback or within the public street right-of-way. Storage of elm or oak wood with the bark intact is illegal.

FENCES (City Code 11-1204)

Fences may be constructed up to the property line. Fences within the required front yard setback may not be more than 48 inches in height. Fences more than seven feet high in side and rear yards require a building permit. Contact the Building Inspection Division at 763-767-6476 for more information.



FIRE HYDRANTS

To promote public safety it is important to keep the area surrounding a fire hydrant clear of snow and other debris that could hinder access in an emergency.

FIREARMS AND HUNTING (City Code Section 7-202)

Hunting and the discharge of firearms are prohibited within the City of Coon Rapids. Violations should be reported immediately to the Police Department at 911.

GARAGE SALES/ HOME BASED RETAIL SALE EVENTS (City Code 11-601.8)

Home based retail sale events include garage sales, moving sales, boutiques and craft sales. They are allowed in the City of Coon Rapids under the following rules:

- 1. A maximum of six sale events per calendar year per property.
- Each sale event may last a maximum of four consecutive days. A day is defined as midnight to midnight.
- 3. Unused days may not be added to future sale events.
- 4. There must be a separation of 90 days between the third and fourth sale events in the same calendar year and also between the last sale event of one year and the first sale event of the following year. Other sale events must be separated by a minimum of one day from the previous sale event at the same location.
- GARAGE SALE
- A sale event may not include the use of motor vehicles, trailers or ground level storage containers.
- 6. The display of any vehicle for sale is considered a home based retail sale event and is subject to the rules above. Any vehicle displayed for sale must be parked on an improved driveway and must be owned by an occupant of the premises or by a member of the occupant's immediate family. Only one vehicle may be displayed for sale at any time. Refer to VEHICLE SALES.

12

GARBAGE (City Code Chapter 8-200)

Every business and residential household within the City is required to have garbage collection service. Garbage must be kept in fly-tight, waterproof containers between the times of collection. Outside storage of garbage cans cannot be closer to the street than the setback for the residence, except on collection days. Carts may be placed at the curb staring at 4:00 pm the day prior to your collection day and must be returned to storage location by midnight day of pick-up. Violations may be reported to Property Maintenance at 763-767-6470 or e-mail code@coonrapidsmn.gov.



Garbage collectors provide curbside recycling of many materials. Providers are licensed by the City. Call Public Works at 763-767-6485 for more information and a listing of licensed haulers.

GEESE (City Code Section 10-404; 6-503)

It is unlawful to feed geese, ducks, deer, raccoons, etc., (all wildlife and waterfowl) in parks and on any public or private property. Songbirds are an exception.

GROUND LEVEL STORAGE CONTAINERS

See STORAGE CONTAINERS.

HOME DAY CARE (City Code Section 11-304.2)

Home day care businesses are licensed by Anoka County (763-422-7146) and are not subject to the City's home based business regulations. Commercial day care centers are licensed by the State of Minnesota (651-296-3971).

HOME OCCUPATIONS (City Code Sections 11304.2, 11-304.3)

Home based business regulations are in place to ensure that residential neighborhoods remain residential in character and that non-neighborhood parking and traffic concerns are avoided.

The following home occupations are not allowed:

- Motor vehicle repair, maintenance, service, or sales
- Repair of internal combustion engines of more than 12 horsepower
- Body shops, machine shops, and welding shops
- Ammunition manufacturing
- Flea markets
- Firearm sales
- Tattoo parlors
- Other objectionable uses as determined by the City Council.

Home occupations in violation of City Code should be reported to 763-767-6470.

<u>Posting Signs</u> - Signs may not be posted on the public right-of-way, including the following:

- Boulevard area of lawns
- Trees
- Utility, traffic and sign poles

Signs placed on public property will be removed. Contact the Community Development Department at 763-767-6430 for these regulations and general sign inquiries.

RADIO TOWERS

Amateur radio towers are allowed but may need a permit. They may not exceed 60 feet in height in most residential districts. Contact the Building Inspection Division at 763-767-6476 for more information.

SPRINKLING RESTRICTIONS (City Code Section 13-223)

From June 1 through August 31 an annual partial watering ban is in effect. Lawn and garden watering and use of irrigation systems is permitted for properties having odd numbered addresses only on odd numbered days and by even numbered addresses only on even numbered days. Exceptions are made for new sod, seed and shrubs. Additional restrictions may be applied if conditions warrant.



Contact the Public Works Department at 763-767-6462 with questions regarding sprinkling.

STORAGE CONTAINERS (City Code Section 11-1207.2(1))

Ground level storage containers and semi-trailers are permitted only in conjunction with an active construction or remodeling project. Additional information can be obtained from Property Maintenance at 763-767-6470 or code@coonrapidsmn.gov.

SWIMMING POOLS (City Code Chapter 12-500)

Swimming pools are allowed in residential districts. A swimming pool is defined as a structure intended for swimming, recreational bathing or wading that contains water over 24 inches deep. This includes in-ground, above ground, and on-ground pools; hot tubs; spas; and fixed-in-place wading pools. A portable swimming pool is a body of water contained in a plastic or rubber vessel erected without permanent support.

A building permit is required prior to construction of a swimming pool or before any alteration, addition, remodeling, repair or other improvement in excess of \$100 is made to a swimming pool.

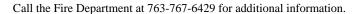
All pools with a depth of more than 24 inches must be completely enclosed by a non-climbing type fence, at least 48 inches in height. All gates in this fence must be self-closing and self-latching.

Contact the Building Inspection Division at 763-767-6476 for swimming pool requirements, setbacks and other information.

RECREATIONAL FIRES (City Code Chapter 12-415)

Recreational fires must comply with the following requirements:

- Burning may occur any day of the week.
- Burning is allowed between 8 a.m. and midnight with a six hour fire duration.
- Fire may not exceed 3 feet in diameter contained within a recreation fire site.
- No burning of trash, leaves or brush. Only clean wood or charcoal may be burned.
- Approved starter fluid only may be used to start the fire.
- The fire must be attended continuously by a person at least 18 years old.
- No burning when wind speed exceeds 15 mph.
- The fire must be at least 25 feet from any structure or combustible material.
- The fire must burn cleanly and not cause objectionable smoke beyond the property line.
- Outdoor barbeque pits must be constructed of non-combustible materials.



RECYCLING

The Coon Rapids Recycling Center is located at 1831 111th Avenue NW, on the east side of the Public Works facility. Hours of operation are Wednesdays and Saturdays from 9:00 am to 3:00 pm. Seasonal hours of operation are April-October: Tuesday/Thursday 2pm-8pm and Wednesday/Friday/Saturday 9am-3pm & November-March: Tuesday-Saturday 9am-3pm. Appliance and electronic recycling is accepted the first and third Saturday of each month. Paper shredding and mattress recycling is accepted the first Saturday of each month. Check online for other materials accepted, more details, schedules and fees or call the Recycling Coordinator at 763-767-6485.

RENTAL LICENSING (City Code 12-900)

Owners of rental dwelling units are required to obtain a license prior to the occupancy of any unit. This process requires the successful completion of a maintenance and safety inspection, a criminal background investigation, and crime-free educational course. A rental dwelling license is valid for one year. For more information on rental dwelling licensing contact the Neighborhood Reinvestment Division at 763-767-6575.

SATELLITE DISHES (City Code Section 11-1208)

Satellite dishes are allowed with the following regulations:

- The dish diameter is no greater than 12 feet.
- Satellite dishes greater than one meter in diameter must be ground-mounted in the rear yard for residential properties.
- A building permit is required for roof-mounted satellite dishes greater than 2 feet in diameter.
- No signage is allowed on the dish.

Contact the Community Development Department at 763-767-6430 for additional information.

SIGNS (City Code Chapter 11-1203)

Each single- and two-family residence and townhouse is allowed one ground sign no larger than 6 square feet. The sign must be located at least 18 feet from the public street right-of-way and 10 feet from property lines. No sign permit is required.

HOUSEHOLD HAZARDOUS WASTE

Waste may be brought to the Anoka County facility, 3230-101st Avenue NE, Blaine, year-round. (763-323-5730) email: recycle@co.anoka.mn.us

Hours: Wednesdays 2:00 p.m. to 8:00 p.m.

Saturdays 9:00 a.m. to 3:00 p.m.

Additional summer hours are Mondays and Fridays 9:00 a.m. to 3:00 p.m. This service is available to all Anoka County residents.

The following types of waste are accepted:

flammable, poisonous



Wastes that will not be collected, and appropriate contacts, are:

Business or other non-household waste	Anoka County Environmental Services 763-422-7093	
Ammunition/explosives	Anoka County Integrated Waste Management 763-323-5730	
Appliances	City of Coon Rapids Recycling Coordinator 763-767-6485	
Batteries	Throw alkaline batteries in the garbage. Take motor vehicle batteries to an automotive battery retailer. Call 1-800-BATTERY for rechargeable and nickel-cadmium battery drop-off sites.	
Dried paint	Remove lids and throw cans in garbage.	
Empty containers	Remove lids and throw cans in garbage.	
Farm pesticides	Waste Pesticide Hotline 651-297-4870	
Tires	City of Coon Rapids Recycling Coordinator 763-767-6485	

7

10

JUNK AND DEBRIS (City Code Chapter 8-100)

Exterior accumulation of junk and debris on residential properties is not allowed. The storage of items not intended for exterior use is also not allowed. Violations should be reported to Property Maintenance at 763-767-6470 or code@coonrapidsmn.gov.

MINNESOTA NIGHT TO UNITE

On the first Tuesday evening of August, Minnesota celebrates Night to Unite (formerly National Night Out) which involves citizens, law enforcement agencies, civic groups, businesses, neighborhood organizations and local officials.

Night to Unite is designed to heighten crime and drug prevention awareness, generate support for and participation in local anti-crime programs, strengthen neighborhood spirit and police-community partnerships, and to send a message to criminals letting them know that neighborhoods are organized and fighting back.



Night to Unite is an effective, inexpensive and enjoyable program to promote neighborhood spirit and police-community partnerships in our fight for a safer nation. Benefits derived from Night to Unite most certainly extend well beyond the night.

Contact the Police Department at 763-767-6481 for information about this event. Early registration is required to arrange visits to your event by police and fire units.

NOISE (City Code Chapter 8-400)

It is illegal to make unnecessary and continued loud noises within the City limits. Such noises occurring between the hours of 10:00 p.m. and 7:00 a.m. may constitute a misdemeanor violation of City Code. Report excessive noise levels during those hours to the Police Department by calling 911 or 763-427-1212.

PARKING (City Code Sections 12-306(19) 11-602.2(7) and 11-603.2(7)

Single- and Two-Family Residential Properties

Front and Side Yards: In the front and side yards, the parking of vehicles, recreation vehicles and trailers is allowed only on improved asphalt, concrete, paver driveways.

Rear Yard: Vehicles may be parked off the paved surface in rear yards.

Refer to VEHICLES section for additional information about vehicles parked on residential property. Violations of vehicle regulations on private property should be reported to Property Maintenance at 763-767-6470.

Commercial and Office Districts

Recreational vehicles, trucks, and trailers are prohibited from parking in commercial and office districts overnight (9:00 PM - 6:00 AM).

Multiple Residential Properties

Vehicle parking is restricted to improved parking areas.

On-street Parking Regulations

Parking is prohibited in any of the following places:

- On any sidewalk.
- In front of, or directly across from, a driveway.
- Within five feet of a driveway.
- Within an intersection.
- Within 10 feet of a fire hydrant or within a fire lane.
- Within 30 feet of a roadside traffic semaphore.
- Within 50 feet of a railroad crossing.
- Within 20 feet of a fire station entrance.
- In "No Parking" and "No Stopping" zones.
- On a bridge or within an underpass.
- On the boulevard.
- On the roadway side of a parked vehicle.

NO PARKING ANY TIME

Winter Parking Ban

Parking is prohibited on City streets between the hours of 2:00 a.m. and 6:00 a.m. from November 1 through April 1. Parking is also prohibited anytime there is a snow accumulation of three or more inches or until the street has been plowed curb to curb.

Parking violations should be reported to the Police Department at 911.

PETS – See Animals

PHOSPHOROUS FERTILIZER (City Code Section 8-505)

With the exception of new seed or sod, or soil tested to be insufficient in phosphorous, state law prohibits the application of phosphorous fertilizer on any turf.